



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING NOTICE:	COUNCIL ON REAL ESTATE APPRAISERS
DATE AND TIME:	Tuesday, September 20, 2011 at 9:30 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , second floor of the Cannon Building

AGENDA

(Amended items are indicated by an asterisk*)

- 1.0 Call to Order
- 2.0 9:30 a.m. Hearing: Kelly L. Leaberry, Complaints 19-07-09, 19-10-09, and 19-14-09
- 3.0 Review and Approval of Minutes – July 19, 2011
- 4.0 Unfinished Business*
 - 4.1 Additional Public Comments to July 19, 2011 Rules and Regulations Hearing
 - 4.1.1 Written Response from R. Douglas Sensabaugh, New Castle County Assessment Division
 - 4.2 Appraisal Experience Log Matrix
 - 4.3 Requirement of Criminal Background Checks for Licensure
 - 4.3.1 Update from other States
 - 4.4 Hearing for Ted Ganderton Noticed for the October Meeting
- 5.0 New Business*
 - 5.1 New Complaints to Assign a Contact Person
 - 5.1.1 19-07-11 (Kent Co.)
 - 5.1.2 19-08-11 and 19-09-11 (New Castle Co.)
 - 5.2 Review of Applications: Criminal and/or Disciplinary History
 - 5.2.1 Terence Tener (Temp permit application)
 - 5.2.2 Sean Stoner (Certified General)
 - 5.2.3 Randy Neal (Certified Residential)
 - 5.3 Review of Application to Sit for Exam*
 - 5.3.1 Thomas R. Amatuzio
 - 5.3.2 Timothy D. Layton

- 5.4 Review of Application for Exemption Rule 4.2.3*
 - 5.4.1 Gregory Sachs: Supervisor, Steven Sachs
 - 5.4.2 Kelli M. Holman: Supervisor, Thomas Hoffman
- 5.5 Ratification of Issued Licenses Below: *
 - 5.5.1 Jahn Noonan, Certified Residential
 - 5.5.2 Robert Szymanski, Certified Residential
 - 5.5.3 Robert Kaltman, Certified General
 - 5.5.4 Paul Sopenoff, Certified General
 - 5.5.5 George Frizzell, Certified General
 - 5.5.6 Stacy Harman, Certified General
 - 5.5.7 Chris Mieczkowski, Certified General
 - 5.5.8 Robert Redner, Certified General
- 5.6 Ratification of Approved Continuing Education Activities:
 - 5.6.1 See attached listing
- 5.7 Review of Temp Applications (for discussion only)
 - 5.7.1 Harry Kimball – Sussex Co.
 - 5.7.2 Thomas Tenner – Sussex Co.
 - 5.7.3 Gregory Clucus – Sussex Co.
 - 5.7.4 Heather Klaiber – Sussex Co.
 - 5.7.5 Gerald Rasmussen – New Castle Co.
 - 5.7.6 Thomas Shields – New Castle Co.
 - 5.7.7 Zachary Spurgeon – New Castle Co.
 - 5.7.8 David Pope – New Castle Co.
 - 5.7.9 Richard Mupo – 2 different assignments in New Castle Co.
- 5.8 Scope of Practice for Appraisal Reports
- 5.9 Trainee Checklist for the Appraisal Experience Log
- 5.10 Assessor Examination
- 5.11 Allied Business Schools Certified Residential and General Certificate Programs

6.0 Other Business before the Council (for discussion only)

7.0 Public Comment

8.0 Next Meeting – October 18, 2011 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware

9.0 Adjournment

Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL customerservice.dpr@state.de.us IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.

Continuing Education Ratification Listing: 9/20/2011

Course Provider:	Course Title:	Online/Classroom	Date:	QE/CE hrs
Jodi M. Pries (licensee)	Market and Feasibility Analysis	Classroom	8/25/10 to 12/8/10	30 CE
	Real Estate Construction	Classroom	1/27/10 to 5/5/10	30 CE
	Real Estate Investments	Classroom	1/27/10 to 5/5/10	30 CE
	Real Estate Law	Classroom	8/25/10 to 12/8/10	30 CE
	Real Estate Valuation and Analysis	Classroom	1/24/11 to 5/13/11	30 CE
Appraisal Institute	2010-2011 7-Hr National USPAP Update Course	Classroom	TBD	7 CE
	2010-2011 7-Hr National USPAP Update Equivalent Course	Online	1 st & 15 th Monthly	7 CE
	2010-2011 15-Hr National USPAP Course	Classroom	TBD	15/14 QE/CE
	2010-2011 15-Hr National USPAP Equivalent Course	Online	TBD	15/14 QE/CE
	2011 Appraisal Institute Annual Meeting Day 1	Classroom	8/15/2011	7 CE
	2011 Appraisal Institute Annual Meeting Day 2	Classroom	8/16/2011	8 CE
	2011 Appraisal Institute Annual Meeting Day 3	Classroom	8/17/2011	2.5 CE
	Advanced Concepts & Case Studies	Classroom	TBD	38 CE
	Advanced Income Capitalization	Classroom	TBD	33 CE
	Advanced Internet Search Strategies	Online	1 st & 15 th Monthly	7 CE
	Advanced Market Analysis and Highest & Best Use	Classroom	TBD	33 CE
	Advanced Residential Applications & Case Studies, Pt. 1	Classroom	TBD	15/14 QE/CE
	Advanced Residential Report Writing, Pt 2	Classroom	TBD	30/28 QE/CE
	Advanced Spreadsheet Modeling for Valuation Applications	Classroom	TBD	14 CE
	Alternative Uses & Cost Valuation of Small, Mixed-Use Properties	Classroom	TBD	16/15 QE/CE
	Analyzing Operating Expenses	Online	1 st & 15 th Monthly	7 CE
	Analyzing Tenant Credit Risk & Commercial Lease Analysis	Classroom	TBD	7 CE
	Analyzing the Effects of Environmental Contamination on Real Property	Classroom	TBD	7 CE
	An Introduction to Valuing Commercial Green Buildings	Online	1 st & 15 th Monthly	7 CE
	Apartment Appraisal: Concepts & Applications	Classroom	TBD	16/15 QE/CE
	Apartment Appraisal: Concepts & Applications	Online	1 st & 15 th Monthly	16/15 QE/CE
	Appraisal Curriculum Overview: 1-day Residential	Classroom	TBD	8 CE
	Appraisal Curriculum Overview: Residential	Online	1 st & 15 th Monthly	8 CE
	Appraisal Curriculum Overview: 2-day General	Classroom	TBD	15 CE
	Appraisal Curriculum Overview: General	Online	1 st & 15 th Monthly	7 CE
	Appraisal of Nursing Facilities	Online	1 st & 15 th Monthly	9 CE
	Appraising Convenience Stores	Online	1 st & 15 th Monthly	7 CE
	Appraising Distressed Real Estate	Online	1 st & 15 th Monthly	4 CE
	Appraising from Blueprints & Specifications	Online	1 st & 15 th Monthly	7 CE
	Appraising Manufactured Housing	Online	1 st & 15 th Monthly	7 CE
	Basic Appraisal Principles	Classroom	TBD	30/28 QE/CE
	Basic Appraisal Principles	Online	1 st & 15 th Monthly	30/28 QE/CE
	Basic Appraisal Procedures	Classroom	TBD	30/28 QE/CE
	Basic Appraisal Procedures	Online	1 st & 15 th Monthly	30/28/ QE/CE
Appraisal Institute	Business Practices & Ethics	Classroom	TBD	4 CE

Business Practices & Ethics	Online	1 st & 15 th Monthly	5 CE
Case Studies in Appraising Green Residential Buildings	Classroom	TBD	8 CE
Commercial Cost Training (Marshall & Swift)	Online	1 st & 15 th Monthly	7 CE
Condemnation Appraising: Principles & Applications	Classroom	TBD	22 CE
Condominiums, Co-ops, & PUDs	Online	1 st & 15 th Monthly	7 CE
Cool Tools: New Technology for Real Estate Appraisers	Online	1 st & 15 th Monthly	7 CE
Data Verification Methods	Online	1 st & 15 th Monthly	5 CE
Eminent Domain & Condemnation	Online	1 st & 15 th Monthly	7 CE
Feasibility, Market Value, Investment Timing: Option Value	Online	1 st & 15 th Monthly	7 CE
FHA and the Appraisal Process	Online	1 st & 15 th Monthly	7 CE
Forecasting Revenue	Online	1 st & 15 th Monthly	7 CE
General Appraiser Income Approach, Part 1	Classroom	TBD	30/27 QE/CE
General Appraiser Income Approach, Part 2	Classroom	TBD	30/27 QE/CE
General Appraiser Income Approach, Part 2	Online	1 st & 15 th Monthly	30/27 QE/CE
General Appraiser Market Analysis and Highest & Best Use	Classroom	TBD	30/28 QE/CE
General Appraiser Report Writing & Case Studies	Classroom	TBD	30/28 QE/CE
General Appraiser Sales Comparison Approach	Classroom	TBD	30/27 QE/CE
General Appraiser Sales Comparison Approach	Online	1 st & 15 th Monthly	30/27 QE/CE
General Appraiser Site Valuation & Cost Approach	Classroom	TBD	30/28 QE/CE
General Appraiser Site Valuation & Cost Approach	Online	1 st & 15 th Monthly	30/28 QE/CE
General Demonstration Appraisal Report Writing Seminar	Classroom	TBD	7 CE
GIS – The Executive Overview	Online	1 st & 15 th Monthly	7 CE
GIS – The Novice Cast Study	Online	1 st & 15 th Monthly	7 CE
Income Valuation of Small, Mixed-Use Properties	Classroom	TBD	16/15 QE/CE
Introduction to Green Buildings: Principles & Concepts	Classroom	TBD	8 CE
Litigation Appraising: Specialized Topics & Applications	Classroom	TBD	16 CE
Professional's Guide to the Fannie Mae 2-4 Unit Form 1025	Online	1 st & 15 th Monthly	10 CE
Rates & Ratios: Making Sense of GIMs, OARs, & DCF	Online	1 st & 15 th Monthly	7 CE
Real Estate Appraisal Operations	Online	1 st & 15 th Monthly	4 CE
Real Estate Finance, Statistics, & Valuation Modeling	Classroom	TBD	15/14 QE/CE
Real Estate Finance, Statistics, & Valuation Modeling	Online	1 st & 15 th Monthly	15/14 QE/CE
Residential Challenges: Declining Markets & Sales Concessions	Online	1 st & 15 th Monthly	7 CE
Residential Design & Functional Utility	Online	1 st & 15 th Monthly	7 CE
Residential Market Analysis and Highest & Best Use	Classroom	TBD	15/14 QE/CE
Residential Market Analysis and Highest & Best Use	Online	1 st & 15 th Monthly	15/14 QE/CE
Residential Report Writing & Case Studies	Classroom	TBD	15/14 QE/CE
Residential Report Writing & Case Studies	Online	1 st & 15 th Monthly	15/14 QE/CE
Residential Property Construction & Inspection	Online	1 st & 15 th Monthly	7 CE
Residential Sales Comparison & Income Approaches	Classroom	TBD	30/28 QE/CE
Residential Sales Comparison & Income Approaches	Online	1 st & 15 th Monthly	30/28 QE/CE
Residential Site Valuation & Cost Approach	Classroom	TBD	15/14 QE/CE
Residential Site Valuation & Cost Approach	Online	1 st & 15 th Monthly	15/14 QE/CE
Reviewing Residential Appraisals & Using Fannie Mae Form 2000	Online	1 st & 15 th Monthly	7 CE
Sales Comparison Valuation of Small, Mixed-Use Properties	Classroom	TBD	16/15 QE/CE
Scope of Work: Expanding your Range of Services	Online	1 st & 15 th Monthly	7 CE
Site Use and Valuation Analysis	Online	1 st & 15 th Monthly	6 CE
Small Hotel/Motel Valuation	Online	1 st & 15 th Monthly	7 CE
Subdivision Valuation	Online	1 st & 15 th Monthly	7 CE
Supervising Appraisal Trainees	Online	1 st & 15 th Monthly	4 CE
The Appraiser as an Expert Witness: Preparation & Testimony	Classroom	TBD	16 CE

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	The Lending World in Crisis: What Clients Need Their Appraisers to Know Today	Classroom	TBD	7 CE
	Thinking Outside the Form	Classroom	TBD	7 CE
	Uniform Appraisal Standards for Federal Land Acquisitions	Classroom	TBD	16 CE
	Using Your HP12C Financial Calculator	Online	1 st & 15 th Monthly	7 CE
	Valuation of Conservation Easements	Classroom	TBD	33 CE
	Valuation of Green Residential Properties	Online	1 st & 15 th Monthly	7 CE
	What Commercial Clients Would Like Appraisers to Know	Online	1 st & 15 th Monthly	7 CE
	Whatever Happened to Quality Assurance in Res Appraisals	Classroom	TBD	7 CE
Appraisal University	Site Analysis and Valuation	Online	N/A	7 CE
American School of Real Estate Express	Basic Appraisal Principles	Online	N/A	30 QE
	Basic Appraisal Procedures	Online	N/A	30 QE
ASFMRA	ASFMRA 82 nd Annual Convention-Day1	Classroom	10/27/2011	7 CE
	ASFMRA 82 nd Annual Convention-Day2	Classroom	10/28/2011	3 CE
	Best Practices for Rural Property Appraisals	Classroom	10/24/2011	8 CE
	Rapid Fire Case Studies 2011	Classroom	10/26/2011	5.5 CE
Career Webschool	Appraisal Math and Statistics	Online	N/A	7 CE
	Cost Approach Overview	Online	N/A	7 CE
	Income Capitalization Overview	Online	N/A	7 CE
	Sales Comparison Approach	Online	N/A	7 CE
McKissock	2010-2011 National USPAP Update Equivalent	Online	N/A	7 CE
	2010-2011 National USPAP Update Equivalent	Classroom	N/A	7 CE
	2010-2011 National USPAP 15-Hour Equivalent	Online	N/A	15 QE
	2012-2013 7-Hour National USPAP Update Course	Classroom	TBD	7 CE
	2012-2013 7-Hour National USPAP Update Course	Online	N/A	7 CE
	2-4 Family Finesse	Online	N/A	7 CE
	Ad Valorem Tax Consultation	Online	N/A	3 CE
	Advanced Residential Applications & Case Studies	Online	N/A	15 QE
	Appraisal Subject Matter Electives	Online	N/A	20 QE
	Appraising & Analyzing Office Bldgs for Mortgage Underwriting	Online	N/A	7 CE
	Appraising & Analyzing Retail Shopping Ctrs for Mort Underwriting	Online	N/A	7 CE
	Appraising Apartments: The Basics	Online	N/A	7 CE
	Appraising in a Post-HVCC World	Classroom	TBD	4 CE
	Basic Appraisal Principles	Online	N/A	30 QE
	Basic Appraisal Procedures	Online	N/A	30 QE
	Commercial Appraisal Review: Subject Matter Elective	Online	N/A	15 QE
	Construction Details & Trends	Online	N/A	7 CE
	Environmental Contamination of Income Properties	Online	N/A	5 CE
	Environmental Issues for Appraisers	Online	N/A	5 CE
	Essential Elements of Disclosures and Disclaimers	Online	N/A	5 CE
	Even Odder: MORE Oddball Appraisals	Online	N/A	7 CE
	Expert Witness for Commercial Appraisers: Subject Matter Elective	Online	N/A	15 QE
	Financial Reform, Fannie Mae, and Appraisers	Classroom	TBD	7 CE
McKissock	Foundations in Sustainability: Greening Real Estate & Appraisal	Online	N/A	7 CE

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General Appraiser Income Approach	Online	N/A	60 QE	
General Appraiser Market Analysis & Highest and Best Use	Online	N/A	30 QE	
General Appraiser Sales Comparison Approach	Online	N/A	30 QE	
General Appraiser Site Valuation and Cost Approach	Online	N/A	30 QE	
General Report Writing and Case Studies	Online	N/A	30 QE	
How to Analyze & Value Income Properties	Online	N/A	7 CE	
Introduction to Legal Descriptions	Online	N/A	2 CE	
Introduction to Residential Green Bldg for Appraisers	Classroom	TBD	4 CE	
Mortgage Fraud: After the Crash	Classroom	TBD	5 CE	
Mortgage Fraud: Protect Yourself!	Online	N/A	7 CE	
Mortgage Fraud: Protect Yourself!	Classroom	TBD	8 CE	
Private Appraisal Assignments	Online	N/A	7 CE	
Relocation Appraising: New ERC Summary Appraisal Report	Classroom	TBD	7 CE	
REO and Short Sale Appraisal Guidelines	Classroom	TBD	4 CE	
Residential Appraisal Review	Classroom	TBD	7 CE	
Residential Market Analysis and Highest and Best Use	Online	N/A	15 QE	
Residential Sales Comparison and Income Approaches	Online	N/A	30 QE	
Risky Business: Ways to Minimize Your Liability	Online	N/A	7 CE	
Risky Business: Ways to Minimize Your Liability	Classroom	TBD	7 CE	
Statistics, Modeling and Finance	Online	N/A	15 QE	
The Changing World of FHA Appraising	Classroom	TBD	7 CE	
The Cost Approach	Online	N/A	7 CE	
The Evolution of Finance & the Mortgage Market	Online	N/A	4 CE	
The Nuts and Bolts of Green Building for Appraisers	Online	N/A	3 CE	

Philadelphia Metro Chpt of AI	Deleware Law Rules and Regulations	Classroom	9/15/2011	3 CE
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Van Education Center	Basic Appraisal Principles	Online	N/A	30/29 QE/CE
	Residential Environmental Hazards Screening	Online	N/A	7/6.5 CE
	Residential Report Writing & Case Studies	Online	N/A	15/14.5 QE/CE
	Uniform Residential Appraisal Report (URAR)	Online	N/A	7 CE